

**Garrett County Board of Education  
40 S Second Street  
Oakland, MD 21550**

**WORK SESSION MINUTES  
Thursday, October 15, 2015**

**Board Members present included Mr. Matthew Paugh, President, Mrs. Charlotte Sebold, Vice President; Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, and Mrs. Monica Rinker. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Ms. Lauren Frick, Student Member of the Board; Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Mr. Larry McKenzie, Director of Finance.**

**The meeting was held at Central Office in the Board room.**

## **1. Opening**

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### **A. Move to Executive Session**

**The meeting was called to order by Mr. Matthew Paugh, Board President at 4:06 p.m. Mr. Thomas Carr, Board Member, made a motion to move into executive session and Mrs. Cynthia Downton, Board Member, seconded the motion. The Board unanimously approved moving into executive session.**

### **B. Executive Session Closed to the Public**

The Board of Education met in an executive session on Thursday, October 15, 2015, at Central Office in the Board room at 4:08 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Personnel Topics: Field Trip Requests and Professional Leave Request; Healthcare Coalition Contract Update; Board Administration topics: Newspaper Articles and Superintendent Evaluation.

The Board adjourned the Executive Session at 5:00 p.m. for a 30 minute break before the Work Session would begin. Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part of the meeting was Mr. Tim Thornburg, Director of Human Resources and Employee Relations. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for part of the meeting for the purpose of taking minutes.

## **2. Welcome**

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### **A. Call to Order - Mr. Matthew Paugh, President**

Mr. Paugh called the meeting to order at 5:33 p.m.

### **B. Moment of Silence**

### **C. Pledge of Allegiance - Student Board Member**

Ms. Lauren Frick, Student Member of the Board, led the Board in the Pledge of Allegiance.

### **D. Closed Session Summaries**

Dr. Wilson read the closed session summaries for the September 8, 23, and October 12, 2015 Board Meetings

#### **i. Closed Session Summary – September 8, 2015**

The Board of Education met in Executive Session on Tuesday, September 8, 2015 at central office in the Board Room at 4:01 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Board Administration topics: Evaluation, Audit, County Commissioner Meeting and Teacher of the Year Gala; Personnel topics: Field Trip Requests and Certificated Staffing; Administrative Function topics: Southern Middle School Renovation Project, Comcast Internet Essentials Program, Assessments and Testing in Public Schools and Autumn Glory.

The Board adjourned the Executive Session at 5:15 p.m. for a 15 minute break before the Work Session would begin.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board

Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary - Treasurer / Superintendent of Schools. Also present for part of the meeting were Mrs. Barbara Baker, Assistant Superintendent of Educational Services, Mr. Tim Thornburg, Director of Human Resources and Employee Relations and Mr. William Swift, Director of Facilities, Maintenance, Operations and Security. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for part of the meeting for the purpose of taking minutes.

**ii. Closed Session Summary – September 23, 2015**

The Board of Education met in an executive session on Wednesday, September 23, 2015 at Central Office in the Board room at 5:00 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of discussing Board Administration topic: Superintendent Evaluation; Personnel topic: Certificated Staffing and Financial Statutory Requirement.

The Board adjourned the Executive Session at 6:02 p.m. to begin the business session.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mrs. Cynthia Downton and Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part of the meeting were Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Mr. Larry McKenzie, Director of Finance. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for part of the meeting for the purpose of taking minutes. Mr. Thomas Carr, Board Member joined the meeting via teleconference.

**iii. Closed Session Summary - October 12, 2015**

The Board of Education met in an executive session on Monday, October 12, 2015 in the CARC conference room at Garrett College at 5:07 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of discussing Board Administration topic: Superintendent Evaluation.

The Board adjourned the Executive Session at 6:19 p.m.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary - Treasurer / Superintendent of Schools.

**3. Recognitions**

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**A. Rhonda Motley Gold Success Award - LuAnn Klink**

Mr. Matthew Paugh, Board President, presented Ms. LuAnn Klink, Cafeteria Person in Charge (PIC) at Route 40 Elementary School Food, a recognition certificate for winning the Maryland School Nutrition Association (MSNA) Rhonda Motley Gold Success Award. She was recognized at the MSNA state conference on October 10, 2015 in Ocean City, MD. She will also attend the School Nutrition Association's (SNA) 2016 Annual National Conference in San Antonio, Texas, in July 2016. Ms. Klink is the first recipient from Garrett County Public Schools to win this award.

**B. National School Lunch Week Proclamation**

Ms. Cynthia Downton, Board Member, recognized National School Lunch Week - October 12 - 16, 2015 by presenting a proclamation to Mr. Scott Germain, Supervisor of Food and Nutrition Services.

**C. National School Bus Safety Week Proclamation**

Mrs. Monica Rinker, Board Member, presented the National School Bus Safety Week October 19 - 23, 2015 Proclamation to Mr. Richard Wesolowski, Director of Transportation.

**4. Continuing Business**

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**A. Assessments and Testing in Public Schools - Board Feedback and Comments**

Dr. Wilson stated that MSDE, in accordance with HB 452, calls for school Board members in Maryland to provide feedback and comments for the Assessments and Testing in Maryland Public Schools. The Board members received the report in September to review. The Board's feedback and comments were collected by Mr. Matthew Paugh, Board President, to be submitted to the Maryland State Board of Education for consideration.

**5. New Business**

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**A. Comprehensive Maintenance Plan**

Mr. Matthew Zimmerman, Building Inspector and Assistant Manager, presented the Comprehensive Maintenance Plan for Educational Facilities of Garrett County to the Board for their review. This comprehensive maintenance plan is established to help identify, improve and develop the Maintenance programs of the Garrett County School System.

Educational programs and services mandate that their instructional delivery be presented within educational facilities that provide a safe and healthy environment. The mission of the Maintenance Department is to ensure that the proper environment is provided while managing the efficient use of all resources.

### **B. Rachel's Challenge**

Dr. Phil Lauver, Supervisor of Pupil Services, presented the Rachel's Challenge Program information. Rachel's Challenge program utilizes event materials that reinforce the message of kindness and compassion and improves the culture and climate within schools. The program is an intervention program that prevents violence and bullying. There is a core planning team which includes different staff members from all of the schools. The core team is doing publicity and promotion for the public presentations that will be occurring on November 9, 2015 at each of the high schools at 6:30 p.m.

Rachel Scott was the first student to be shot at the Columbine High School on April 20, 1999. Her journals and student testimonials about her inspired her family to start the Rachel's Challenge program.

## **6. Public Comments**

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There was no public comment at the meeting.

## **7. Adjourn Work Session**

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A motion was made by Thomas Carr to adjourn the meeting and was seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Charlotte Sebold, Thomas Carr, Cynthia Downton, Monica Rinker  
The meeting adjourned at 6:35 p.m.